

PRB Record Series Index

Approved

November 10, 2014

Agency Name						
Division #		Division Name				
	Index #	RDA #	RDA Title	Status	Retention	Disposition

115-AGRICULTURE, TRADE & CONSUMER PROTECTION						
/140/		TCP WEIGHTS / MEASURES				
	1	00107000	REGULATION AND SAFETY SCALE INSTALLATION PERMIT	Amended	CR+40	DEST
	2	00347000	WISCONSIN APPROVED TRAINING ENTRIES FOR THE MOBILE AIR	Pending	EVT+10	DEST
			Description clarified and typo corrected			
	3	00348000	INSPECTOR RECORDS OF CLOSED STORAGE TANK FACILITIES	Pending	EVT+50	DEST

144-FINANCIAL INSTITUTIONS						
/3100/		CORPORATION FILING				
	4	00080000	ANNUAL REPORTS AND NEWLY ELECTED OFFICERS AND DIRECT	Amended	EVT+0/3	DEST
			RDA updated to be specific to paper records			
		00080A00	ANNUAL REPORTS AND NEWLY ELECTED OFFICERS AND DIRECT	Pending	EVT+25	SHSW
			New RDA specific to e-records			

255-PUBLIC INSTRUCTION						
/400/		FINANCE AND MANAGEMENT				
	5	00155000	OPEN ENROLLMENT APPEAL FILES	Amended	CR+7	DEST
	6	00156000	ORIGINAL DECISIONS IN OPEN ENROLLMENT APPEALS	Amended	CR+25	DEST

285A-UW MADISON						
			Introductions (all): typos corrected and language updated			
/011024/		ACADEMIC PLANNING AND INSTITUTIONAL RESEARCH				
	7	01001793	UNIVERSITY COURSE PROPOSALS AND CHANGES - APPROVED A	Pending	EVT+10	UW-TRANS
/532900/		SMPH - INSTITUTION FOR CLINICAL & TRANSLATIONAL RESEARCH (ICTR)				
	8	53001789	WINHR ICTR CLINICAL STUDIES, TRIALS, AND PARTICIPANT STUD	Pending	EVT+20	DEST
/535100/		MED SCH- NEUROLOGY				
	9	53001790	NEUROLOGY RESIDENCY TRAINING PROGRAM APPLICATIONS FIL	Pending	EVT+75	DEST
	10	53001791	NEUROLOGY RESIDENCY TRAINING PROGRAM APPLICATION FILE	Pending	EVT+4	DEST
			Description expanded			
	11	53001792	NEUROLOGY CLINICAL STUDIES, TRIALS, AND PARTICIPANT STU	Pending	EVT+20	DEST

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/536705/		SMPH-PEDIATRICS-GENERAL ADMINISTRATION				
	12	53001788	PEDIATRIC CLINICAL STUDIES, TRIALS, AND PARTICPANT STUDY	Pending	EVT+20	DEST

370-NATURAL RESOURCES						
			Introductions (all): language updated			
	13	00380000	DRINKING WATER SYSTEM (DWS)	Amended	P	PERM
	14	00384000	PUBLIC WATER SYSTEMS (PWS) PLANS AND SPECIFICATIONS	Amended	P	PERM
	15	00385000	ENGINEERING REPORTS - CONTRUCTION PLANS AND SPECIFICA	Renewal	CR+10	DEST
			Updated Title			
	16	00386000	PUBLIC WATER SYSTEMS FILES - MUNICIPAL, OTHER-THAN-MUNI	Amended	P	PERM
	17	00386A00.	PUBLIC WATER SYSTEMS FILES - MUNICIPAL, OTHER-THAN-MUNI	Amended	EVT+5	DEST
	18	00386B00.	PUBLIC WATER SYSTEMS PROJECT FILES - MUNICIPAL, OTHER-T	Amended	EVT+12	DEST
	19	00387000	NON-COMMUNITY (TRANSIENT) WATER SYSTEMS PROJECT FILES	Amended	EVT+10	DEST
	20	00388A00.	PUMPAGE/TREATMENT REPORTS - MUNICIPAL WATER SUPPLY S	Amended	P	PERM
	21	01131000	ENVIRONMENTAL IMPACT ANALYSIS DOCUMENTS	Pending	P	PERM
			Description clarified			
	22	01132000	ENVIRONMENTAL ASSESSMENTS	Pending	EVT+5	DEST
			Withdrawn by agency			
	23	01133000	ENVIRONMENTAL IMPACT REPORT (EIR) FROM CONSULTANTS	Pending	EVT+10	DEST
			Retention: changed to 10 years			
	24	01134000	EIS/EA/EIR PROJECT ANCILLARY FILES	Pending	EVT+5	DEST
	25	01135000	NEPA/WEPA ENVIRONMENTAL REVIEW	Pending	EVT+5	DEST
	26	01136000	ENVIRONMENTAL IMPACT STATEMENT REVIEW UNDER DNR/DOT	Pending	EVT+5	DEST
	27	01137000	LOCAL ROADS PROJECT REVIEW AND PERMITTING	Pending	EVT+5	DEST
	28	01138000	UTILITY PROJECT REVIEW AND PERMITTING	Pending	EVT+100	DEST
	29	01141000	PUBLIC WATER SYSTEMS EPA REPORTING	Pending	EVT+5	DEST
	30	01142000	SAFE DRINKING WATER ACT PRIMACY	Pending	EVT+1	DEST
			Description clarified & Retention changed to EVT+1			

435-HEALTH SERVICES						
/102/		DPH - ENVIRONMENTAL & OCCUPATIONAL HEALTH				
	31	01027A00.	GREAT LAKES TOXIC FISH CONSUMPTION EPIDEMIOLOGY	Renewal	EVT+20	SHSW
			Confidential status changed to 'yes' and citation added, Wis. Stat. § 250.04(3)(b)(3)			

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/402/		<i>DHCAA - ENROLLMENT POLICY & SYSTEMS, BUREAU OF</i>				
	32	01071000	MEMBER ELIGIBILITY CASE FILE	Renewal	EVT+4	DEST
/901/		<i>DPH - HEALTH INFORMATION AND POLICY - VITAL RECORDS</i>				
	33	00547000	HEALTH FACILITIES PROJECT - SURVEYS AND DOCUMENTATION	Renewal	EVT+6	DEST
	34	00712000	IMPOUND/ADOPTION RECORDS (PAPER)	Renewal	P	PERM
	35	00800000	VITAL RECORDS CORRESPONDENCE	Renewal	CR+2	DEST
			Medium: updated to include electronic records			
	36	01072000	BIRTH CERTIFICATES (PAPER)	Renewal	P	PERM
	37	01073000	DEATH CERTIFICATES	Renewal	P	PERM
	38	01074000	MARRIAGE CERTIFICATES	Renewal	P	PERM
	39	01075000	DIVORCE CERTIFICATES	Renewal	P	PERM
	40	01077000	PATERNITY DOCUMENTS (PAPER)	Renewal	P	PERM
	41	01079000	DELAYED REGISTRATIONS OF BIRTH, DEATH, AND MARRIAGE	Renewal	P	PERM

437-CHILDREN & FAMILIES						
	42	00682C00.	LICENSING FILES - UNLICENSED COMPLAINTS	Pending	EVT+6	DEST
			Description clarified			
/200/		<i>ADMINISTRATOR'S OFFICE: EARLY CARE AND EDUCATION, DIVISION OF</i>				
	43	00376000	PROGRAM INTEGRITY INVESTIGATION FILES - WI SHARES VIOLA	Pending	EVT+7	DEST

445-WORKFORCE DEVELOPMENT						
/620/		<i>UNEMPLOYMENT INSURANCE</i>				
	44	00005000	BENEFIT HEARING OFFICE FILES WITHOUT OVERPAYMENT	Amended	EVT+4	DEST
			Event: changed to 'final appeal decision'			
	45	00005A00.	BENEFIT HEARING OFFICE FILES WITH BENEFIT OVERPAYMENT	Amended	EVT+12	DEST
			Event: changed to 'final appeal decision'			
	46	0005B000.	TAX HEARING CASES WITHOUT OR WITH TAX DELINQUENCY	Pending	EVT+1	DEST
			Event: changed to 'final appeal decision'			
	47	00084000	BENEFIT AND TAX HEARING RECORDINGS	Amended	EVT+4	DEST
			Title Updated: PII and Confidential status changed to 'yes' and citations added: Event changed to 'final appeal decision'			
	48	00100000	BOLA CLOSED LIRC AND HIGHER COURT TAX AND BENEFIT COU	Close	EVT+11	DEST
			Withdrawn by agency for closure			
	49	00100A00.	BOLA CLOSED LIRC CASE FILES AND CLOSED BENEFIT CLAIMAN	Close	EVT+11	DEST

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	50	00251000	UNEMPLOYMENT INSURANCE ADVISORY COUNCIL MEETINGS, P	Amended	P	PERM
			PII and Confidential status changed to 'yes' and citations added			
	51	00251A00.	UNEMPLOYMENT INSURANCE ADVISORY COUNCIL MEETINGS AN	Close	CR+5	SHSW
	52	00353000	LEGAL ADVICE AND SERVICES CORRESPONDENCE AND POLICY R	Close	EVT+4	SHSW
	53	00353A00.	LEGAL ADVICE AND SERVICES AND POLICY RESEARCH DEPARTM	Close	EVT+10	SHSW
	54	00394000	APPEALS CASE MANAGEMENT SYSTEM (ACMS)	Amended	EVT+12	DEST
			Event: changed to 'final appeal decision'			
/750/		WORKFORCE TRAINING				
	55	00429000	STATE PLAN FOR WIA PROGRAM	Amended	CR+10	SHSW
	56	00430000	LOCAL WORKFORCE DEVELOPMENT BOARD (WDB) PLANS	Amended	CR+10	SHSW
	57	00431000	WIA ANNUAL REPORTS	Amended	CR+10	SHSW
	58	00432000	WIA QUARTERLY AND MONTHLY REPORTS	Supersede	CR+3	DEST
	59	00433000	PROGRAM PARTICIPANT CASE RECORDS	Amended	EVT+7	DEST
	60	00434000	PROGRAM PARTICIPANT COMPLAINTS	Amended	EVT+3	DEST
			Retention changed to 3 years			
	61	00435000	DIVISION PROCEDURES RELATED TO THE WIA PROGRAM	Amended	EVT+7	DEST

505-ADMINISTRATION						
/110/		OFFICE OF THE SECRETARY				
	62	00234000	OFFICE OF LEGAL COUNSEL-OFFICE MANAGEMENT FILES	Renewal	EVT+6	DEST

505F-HEARINGS & APPEALS						
/407/		HEARINGS & APPEALS				
	63	00001000	PROBATION AND PAROLE REVOCATION HEARINGS	Amended	EVT+7	DEST
	64	00100000	PROBATION AND PAROLE REVOCATION CASES - CLOSED, NO HE	Pending	EVT+1	DEST
	65	00101000	WORK/FAMILY SERVICES CASES - CLOSED, NO HEARING	Pending	EVT+1	DEST
	66	00321000	WORK/FAMILY SERVICES HEARINGS	Amended	EVT+7	DEST

515-EMPLOYEE TRUST FUNDS						
/700/		ETF DEPARTMENT RECORDS				
	67	00087000	WRS PARTICIPANT AND EMPLOYER NON-SOCIAL SECURITY RELA	Renewal	EVT+2	DEST
	68	00087B00.	WRS IMAGING SYSTEM PARTICIPANT AND EMPLOYER RECORDS	Renewal	EVT	DEST
	69	00087C00.	WRS IMAGING SYSTEM PARTICIPANT AND EMPLOYER RECORDS	Renewal	P	PERM

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	70	00087D00.	IMAGING & WORKFLOW BUSINESS DATASETS	Renewal	EVT	DEST
	71	00087E00.	APPLICATION INPUTS, UPDATE AND INQUIRY SCREENS	Amended	EVT	DEST
	72	00087F00.	IMAGING & WORKFLOW SYSTEM - PRINT PROGRAM INPUT/OUTPUT	Renewal	EVT	DEST
	73	00087G00.	STP TABLE - DROPFILE	Amended	CR+1	DEST
	74	00087H00.	TBL_WF_ACTIVITY_LOG	Renewal	CR+3	DEST
	75	00087I00.	EMPLOYER DOCUMENTS (NON SOCIAL SECURITY RELATED) - BA	Renewal	EVT+3	DEST
	76	00087J00.	EMPLOYER DOCUMENTS (SOCIAL SECURITY RELATED AND WRS	Renewal	P	PERM
	77	00087K00.	IMAGING AND WORKFLOW REPORTS	Renewal	EVT	DEST
	78	00087L00.	REJECT / DELETE REPORTS	Renewal	EVT+3	DEST
	79	00087M00.	ADDRESS CHANGE REQUESTS	Renewal	EVT+3	DEST
	80	00087N00.	WRS PARTICIPANT RECORDS IMAGING SYSTEM DOCUMENTATIO	Renewal	EVT	DEST
	81	00087O00.	IMAGING / BACKFILE CONVERSION CD FILES	Amended	EVT+20	DEST
			Retention: note added referencing Admin. 12 requirements			
	82	00087P00.	STP TABLE - FIRST UNIT ROUTE	Pending	CR+3	DEST
	83	00087Q00.	DAILY EXPORT LOGS	Pending	CR+2	DEST
	84	00167000	MEBS - BUSINESS DATASETS	Pending	EVT	DEST
	85	00167A00.	MEBS - EMPLOYER ACTIVITY UPLOAD (EMEB)	Pending	CR+7	DEST
	86	00167B00.	MEBS - USER INTERFACE	Pending	EVT	DEST
	87	00167C00.	MEBS - DAILY HIPPA 834 FILES AND MONTHLY 820 FILE	Pending	EVT+3	DEST
	88	00167D00.	MEBS - DAILY 999 FILES	Pending	CR+1	DEST
	89	00167E00.	MEBS - FULL FILE COMPARE (FFC) AND DAILY EGWP AND PBM 834	Pending	CR+5	DEST
	90	00167F00.	MEBS - EXTRACTS AND VIEWS	Pending	CR+3	DEST
	91	00167G00.	MEBS - UWHC INGEST	Pending	EVT+3	DEST
	92	00167H00.	MEBS - OUTPUT REPORTS	Pending	CR+3	DEST
	93	00167I00.	MEBS - OPTUM FILES	Pending	EVT+3	DEST
	94	00167J00.	MEBS RELATED TEST DATA AND TEST CASES	Pending	EVT+1	DEST
	95	00168000	CALLSS - BUSINESS DATASETS	Pending	EVT	DEST
	93	00168A00.	CALLSS - TABLELS	Pending	EVT	DEST
	97	00168B00.	CALLSS - PRINT PROGRAM INPUT/OUTPUT TEMPORARY FILES	Pending	EVT	DEST
	98	00168C00.	CALLSS - INTERFACES	Pending	EVT	DEST
	99	00168D00.	CALLSS - REPORTS	Pending	CR+5	DEST
	100	00168E00.	CALLSS - RELATED TEST CASES AND DATA	Pending	EVT+0/6	DEST
	101	00169000	PERSONNEL - BUSINESS DATASETS	Pending	EVT	DEST
	102	00169A00.	PERSONNEL - QUARTETLY REPORTS	Pending	EVT+1	DEST

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	103	00169B00.	PERSONNEL - ANNUAL REPORTS	Pending	CR+1	DEST
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566-REVENUE						
6100		<i>OFFICE OF THE SECRETARY</i>				
	103A	00067000	SECRETARY OF REVENUE'S FILES	Amended	CR+10	SHSW

765-035-LEG COUNCIL						
/765-035/		<i>LEGISLATURE - LEGISLATIVE COUNCIL</i>				
	104	00010000	ADMINISTRATIVE RULE CLEARINGHOUSE FILES	Pending	EVT+10	SHSW
			Retention: changed to 10 years			

765-311-LEG TECH SERVICES BUREAU						
/765-311/		<i>LEGISLATIVE TECHNOLOGY SERVICES BUREAU</i>				
	105	000510000	CENSUS DATA	Pending	CR+20	DEST

GENERAL SCHEDULE						
	106	<i>INFORMATION TECHNOLOGY BUSINESS RECORDS</i>		Renewal		
			Deleted "See III above" under PII column heading and "See IV above" under Confidential Column heading			
			Updated Scope, PII and Confidentiality of Records sections per Committee directives.			
			IT000006: Changed "Office of Budget" to "Office of Management and Budget"			
			IT000006, 12, and 20: Change to "Yes" in Confid. Column			
			IT000006, 10, 11, 12, and 20: Added citations for confidentiality			
			IT000023: Changed to "Yes" in Confid. Column and added a note: "metadata may contain confidential information."			
			IT000032, 34, & 35: Removed "LAB audit needs" note			

COUNTIES AND OTHER LOCAL UNITS OF GOVERNMENT

Wisconsin Stat. § 16.61(3)(e) allows, but does not require, the Board to establish a minimum retention period for any record of a local unit of government. To do so, the document submitted by the local government for Board review must be sufficiently clear for the Board to understand the nature of the document and the requested retention period. However, any Board approval is limited to the retention period and does not cover any other aspect of the documents submitted, such as any accompanying local ordinance.

COUNTIES						
/004/		DANE COUNTY DISTRICT ATTORNEY				
	107	DACM0001.	MISDEMEANOR CASE FILES	Amended	EVT+6	DEST
/067/		WAUKESHA COUNTY				
	108	00001000	WAUKESKA COUNTY: COUNTY WIDE SCHEDULES	Amended		
			WHS notifications updated as requested			

CITIES						
/005231/001/		CITY OF GREEN BAY POLICE DEPARTMENT				
	109	00123000	WISCONSIN MOTOR VEHICLE ACCIDENT REPORT MV4000 AND M	Pending	EVT	DEST
			Description typo corrected			
/013251/071/		CITY OF MADISON POLICE DEPARTMENT				
	110	PD000013.	LAW ENFORCEMENT ADVOCATE PARTNERSHIP REFERRALS	Pending	EVT	DEST
/041211/001/		CITY OF CUDAHY POLICE DEPARTMENT				
	111	00123000	WISCONSIN MOTOR VEHICLE ACCIDENT REPORT MV4000 AND M	Pending	EVT	DEST
/041251/		CITY OF MILWAUKEE				
	112	00123000	CITY OF MILWAUKEE GENERAL SUBMISSIONS	Active		
			Line 7: typo corrected			
			Lines 18, 19, and 20: WHS notifications updated			
			Lines 40 & 41: Event & Disposition clarified			
/041291/001/		CITY OF WAUWATOSA POLICE DEPARTMENT				
	113	00123000	WISCONSIN MOTOR VEHICLE ACCIDENT REPORT MV4000 AND M	Pending	EVT	DEST
/044276/001/		CITY OF RHINELANDER POLICE DEPARTMENT				
	114	00123000	WISCONSIN MOTOR VEHICLE ACCIDENT REPORT MV4000 AND M	Pending	EVT	DEST
/045201/001/		APPLETON POLICE DEPARTMENT				
	115	00123000	WISCONSIN MOTOR VEHICLE ACCIDENT REPORT MV4000 AND M	Pending	EVT	DEST
/069261/001/		CITY OF NEW LONDON POLICE DEPARTMENT				

	116	00123000	WISCONSIN MOTOR VEHICLE ACCIDENT REPORT MV4000 AND M	Pending	EVT	DEST
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MUNICIPALITIES						
/041107/001/		VILLAGE OF BROWN DEER POLICE DEPARTMENT				
	117	00123000	WISCONSIN MOTOR VEHICLE ACCIDENT REPORT MV4000 AND M	Pending	EVT	DEST

Status and Disposition Legend

Pending: Submission had not been reviewed before
Amended: Submission has changes from previous version
Renewal: Submission has no changes from previous version

DEST: Destroy or Destroy Confidential
SHSW: Transfer to Wisconsin Historical Society
UW TRANS: Transfer to UW Archives
TRANS OTHER: Transfer as noted on submission
PERM: Retain Permanently